

WordPress Orientation

1. Website organization and structure

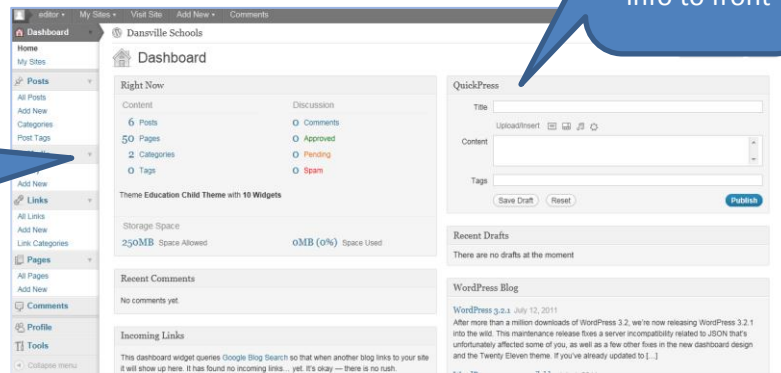
- Columns
- Navigation Menus
- Posts, Pages, and Widgets; categories and tags
 - Posts are blog posts, and will appear on the main page
 - Pages are all other pages on the site
 - Widgets are the boxes of information in the two right columns
 - Categories and tags are used to categorize and describe with keywords your posts and pages

2. Editing the website

- Login –URL and credentials
- Organization and structure
- Profile - update
- Dashboard

Use the small arrows to expand the menus

Use quick post to quickly add info to front



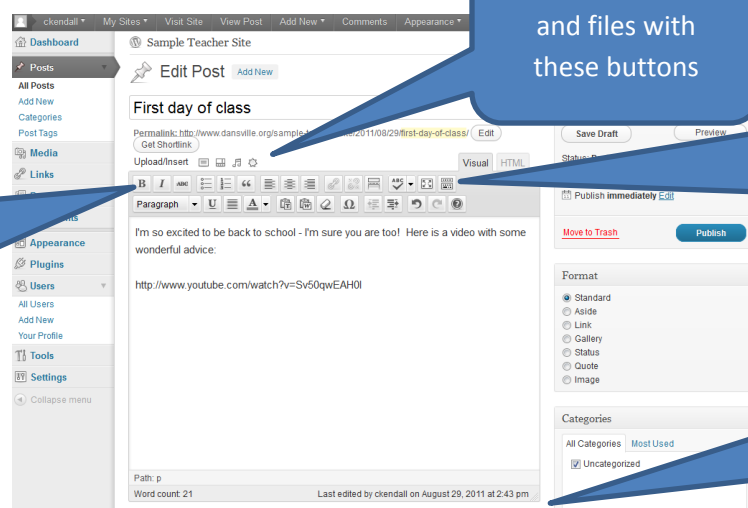
- Posts** – adding a new piece of information to your main page. Click on *Posts*, *Add New*

Mouseover the buttons to discover what they do

Upload images and files with these buttons

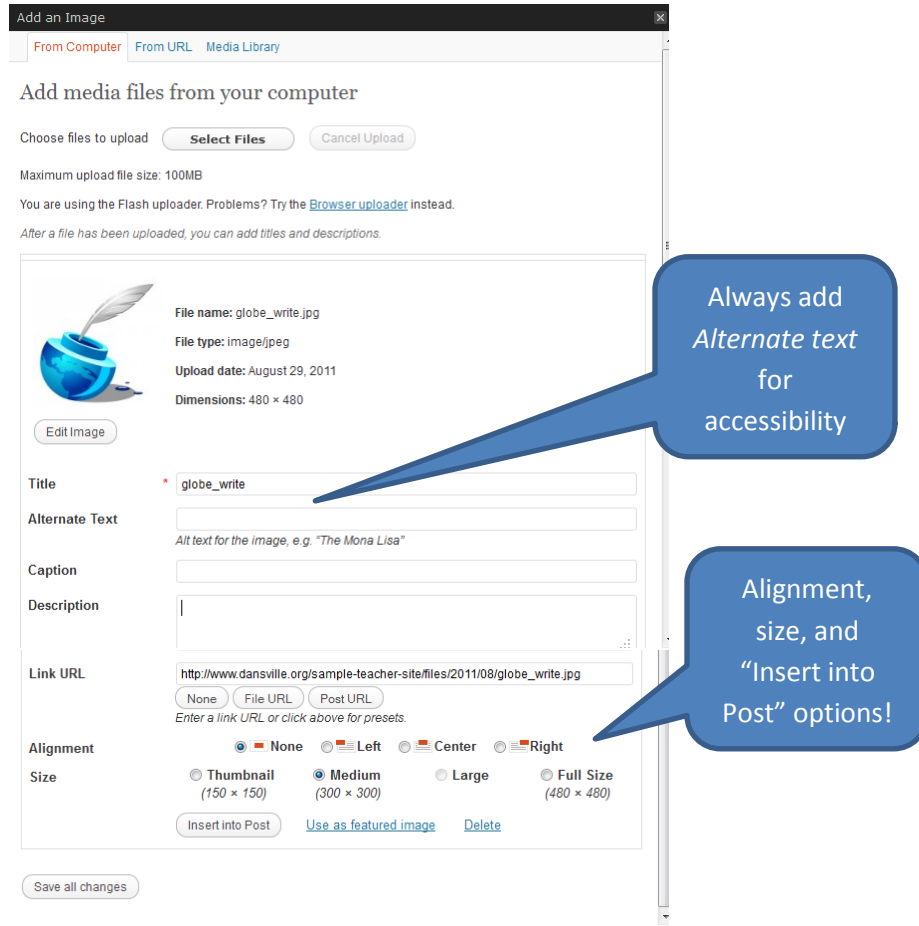
Click the Kitchen Sink button to see all your buttons!

Click and drag corner to create more workspace



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- i. To insert text – type away in the box!
- ii. To insert YouTube – simply paste the URL and the video will automatically embed
- iii. To insert an image – upload or link



Add an Image

From Computer From URL Media Library


Add media files from your computer

Choose files to upload **Select Files** Cancel Upload

Maximum upload file size: 100MB

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.

 File name: globe_write.jpg
File type: image/jpeg
Upload date: August 29, 2011
Dimensions: 480 x 480

Edit Image

Title * globe_write

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL
http://www.dansville.org/sample-teacher-site/files/2011/08/globe_write.jpg
None File URL Post URL
Enter a link URL or click above for presets.

Alignment
☒ None ☐ Left ☐ Center ☐ Right

Size
☐ Thumbnail (150 x 150) ☒ Medium (300 x 300) ☐ Large ☐ Full Size (480 x 480)

Insert into Post [Use as featured image](#) [Delete](#)

Save all changes

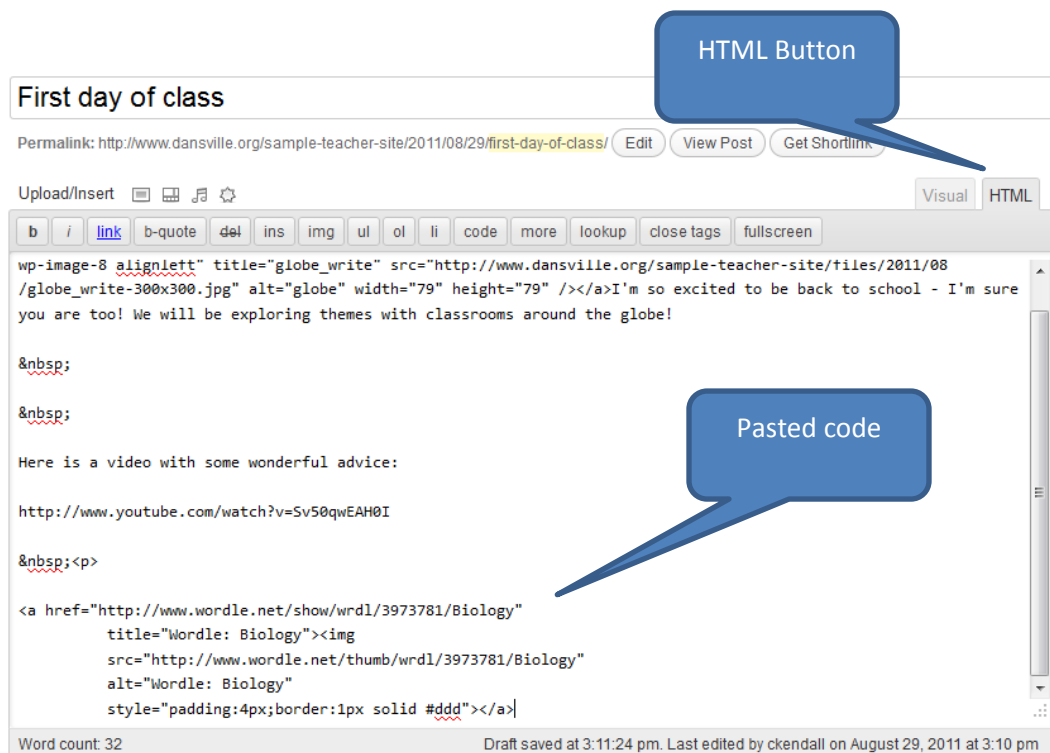
Always add Alternate text for accessibility

Alignment, size, and "Insert into Post" options!

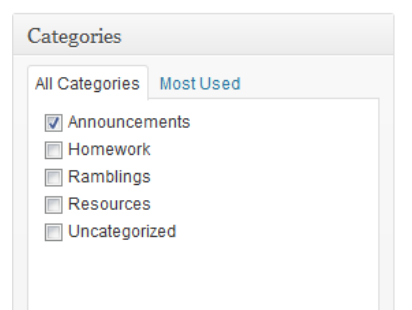
If you need to edit the image later, simply edit the post, and click on the image – you will see a button to edit or delete the image.

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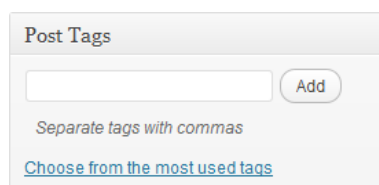
- iv. To insert embed code for a widget or other Web 2.0 item – go to HTML mode (click the tab in the upper right corner of the editing box) and paste the code



- v. All posts should be categorized. The **Category box** is in the right column. You can add categories that will make sense for you. You can recategorize at any time by editing the post; you can add additional categories at any time; you can have a post pertain to more than one category.



- vi. The **Tag box** is where you can specify the key words associated with this post.



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Category and Tags: This example may help:

Categories Versus Tags

Posted on [October 6, 2010](#) | [Leave a comment](#)

Let's say you're about to post a recipe for brownies on your food blog. You'd probably want to use categories like "Dessert" and "Baking," and tags like "Chocolate," "Brownies," and "Walnuts."

Posted in [Baking](#), [Dessert](#) → [Leave a comment](#)

Tagged [brownies](#), [chocolate](#), [walnuts](#)


- vii. The **Publish box** is where you can control the date of publication. Posts can be published instantly or scheduled, edited and updated; or saved in draft format.

Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: **Aug 29, 2011 @ 15:09** [Edit](#)


[Move to Trash](#) [Update](#)

- f. **Adding a Page.** A page is a page of content for your website. Editing a page is similar to creating a post, so see instructions above.


Pages can be added to the navigation by using the **Page Attributes box** in the right column.

Page Attributes

Parent

About 

Template

Default Template 

Order

0

Need help? Use the Help tab in the upper right of your screen.

- Setting the theme for your blog.** From your dashboard, click on **Appearance** and select the theme you like! There are different levels of customization for different themes.
- Settings.** From your dashboard, click on **Settings** and verify the time and date format, and the discussion options.
- Profile.** Update your profile by click on your username in the upper left corner.